

STATE OF RHODE ISLAND
DEPARTMENT OF ADMINISTRATION

OFFICE OF ACCOUNTS AND CONTROL

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PERSONALLY-OWNED VEHICLES

The employee may be allowed reimbursement for the use of his/her automobile for official state business at the current mileage rate of 26.5¢ per mile when it is economical and/or advantageous to the state.

State personnel who are authorized to use their private automobiles on official state business are to be compensated for actual miles authorized and traveled.

Such authorization will be in accordance with the following conditions:

1. Any request for payment for such travel will be authorized by the appropriate supervisor and/or official of the employee's department or agency.
2. The department or agency will maintain a ***daily record of such authorized travel.***
3. The daily record or log of such travel will be available at all times for the purpose of audit or examination.
4. The private automobile used for such travel will be made available for odometer check whenever such a check is deemed advisable.
5. The employee and the appropriate official authorizing such travel will equally be responsible for the validity of any request for compensation for miles actually traveled on state business.

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6. The employee must also provide make, model, and year of car on the voucher for reimbursement. (Departments or agencies may require further information.)

Voucher for reimbursement on a mileage basis should show the meter readings at the beginning and the ending of each trip as a basis for computing miles traveled. All travel must be by commonly traveled routes unless satisfactory official necessity is established for the use of other routes.

No transportation costs will be allowed between any employee's place of residence and his office. However, in connection with field trips -- when the distance between the employee's residence and his destination is shorter than the distance between his office and the destination, such travel is reimbursable. In that instance, the travel voucher should contain the following special certification:

"I hereby certify that the above mileage is correct and was incurred for official state business; that the travel from my residence was shorter than the travel between my official station and the destination."

Signature of Traveler

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OTHER EXPENSES:

1. Conference registration fees are allowable when paid to attend conferences related to official state business. The traveler should attach the conference attendance certificate or receipt to the travel expense voucher when seeking reimbursement. If prepayment of conference fee is required, the fee should be paid via a Direct Purchase Order Voucher (OP-5) form. The Direct Purchase Order Voucher should be put in an envelope marked, "In-state Conference Registration" and forwarded to the Office of Accounts and Control. The attendance certificate or receipt should be returned to the Office of Accounts and Control for attachment to the Direct Purchase Order Voucher if no travel expense voucher will be submitted for reimbursement of other travel expenses associated with the conference. If a travel expense voucher will be submitted for other expenses, attach the conference attendance certificate receipt to the travel voucher. In either circumstance, enter the number of the paid Direct Purchase Order Voucher in the upper right corner of the conference attendance certificate or receipt.
2. No meals or lodging will be allowed in connection with travel within the state, except when circumstances make this expense necessary. A complete written explanation of the circumstances that caused meals or lodging to be necessary must accompany the travel expense voucher. Meals provided at conferences within the state are allowed if the cost of the meal is part of the conference registration fee.

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3. Employees can obtain reimbursement for parking while on official state business in the following circumstances:

- (a) Off-street parking in public or private parking lots. The traveler should obtain a validated receipt to support a claim for reimbursement
- (b) On-street or off-street parking in metered parking spaces.

If the total reimbursement amount for parking on any one travel expense voucher equals or exceeds \$5.00, a validated receipt(s) should be attached to support a claim for reimbursement.

The daily amount of parking expenses should be listed under "Other Items" on the reverse side of the Travel Expense Voucher or under "Other" on the "Extra" A-14X form. An asterisk (*) should precede each daily amount. The total amount of parking expenses for the period of the voucher should be listed as "* Parking: \$ X.XX" under "Other Items - Tolls, etc." on the front side of the Travel Expense Voucher. The total should be listed as "* Parking: \$ X.XX" in the lower left corner of the "Extra" A-14X Form. This expense should be charged to budget object class #343, except on an A-14X form. (See "Note" on page 7 of this procedure.)

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4. The state will reimburse for tolls paid to travel on roads and bridges. If the total reimbursement amount for tolls on any one travel expense voucher equals or exceeds \$5.00, a validated receipt(s) should be attached to support a claim for reimbursement. Each daily amount should be listed under "Other Items" on the reverse side of the Travel Expense Voucher or under "Other" on the "Extra" A-14X form. Each daily amount should be preceded by two asterisks (**). The total amount of tolls for the period of the voucher should be listed as "*** Tolls: \$ X.XX" under "Other Items - Tolls, etc." on the front side of the travel expense voucher or in the lower left corner of the "Extra" A-14X form. This expense should be charged to budget object class #343, except on an A-14X form. (See "Note" on page 6 of this procedure.)

TRAVEL EXPENSE VOUCHER

The request for payment of in-state travel expenses is submitted on a travel expense voucher (Form A-14) and should include the following items:

1. Employee's social security number.
2. Employee's name.
3. Employee's position title.
4. Purpose(s) of travel.
5. Date of preparation of Travel Expense Voucher.
6. Account number(s) to which the expenses are to be charged.
7. Period of time covered by in-state travel.

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8. Make, model, year and registration number of the automobile(s) used during the period for official state business.
9. For each day of authorized travel, enter the beginning and ending odometer reading of each trip on the reverse side of the form.
10. Enter any associated tolls on the reverse side of the form.
11. The traveler and an authorized agent's signature on the Travel Expense Voucher to be submitted for reimbursement.

Volunteers who are requested to use their private automobiles on official state business are compensated at the rate of 22¢ per mile for actual miles authorized and traveled. Volunteers are subject to the same authorization and record keeping requirements as employees for the reimbursement for the use of personally-owned automobiles.

The Invoice-Voucher (A-12) form is to be used to reimburse volunteers, accompanied by a copy of the reverse side of the Travel Expense Voucher (A-14) to account for vehicle odometer readings. The Invoice-Voucher should contain the following information: volunteer's social security number, volunteer's name and address, date of voucher preparation, account number(s) to which the expenses are to be charged, period of time covered by in-state travel, make, model, year and registration number of the automobiles(s) used, the volunteer's signature and an authorized agent's signature on the voucher. The reverse side of the travel expense voucher should contain beginning and ending odometer readings for each trip and other associated expenses (parking, tolls).

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EXPRESS TRAVEL REIMBURSEMENT AND ACCOUNTING ("E X T R A")

These procedures are intended to be used by state departments and agencies with a large staff that regularly travels (daily) throughout the state conducting state business.

The intent is to expedite the reimbursement to employees of travel expenses for travel within the state without compromising the adherence to existing policies controlling the reimbursement of such expenses.

These procedures are not intended to prevent the application of whatever internal authorization, review and approval procedures for in-state travel expense that a state department or agency uses.

- 1) Each employee who regularly travels on state business, within the state is required to complete and sign an A-14X form at the end of each calendar month. The A-14X form should be subjected to whatever authorization, review and approval procedures the state department or agency normally uses.
- 2) Upon completion of its authorization, review and approval process, each A-14X form shall be signed by an authorized agent.
- 3) The department or agency shall prepare a listing of employees to be paid for in-state travel expenses. The listing shall contain the following information: employee's social security number, employee's name and amount to be paid to each.
- 4) The department or agency shall prepare a "sundry payee" invoice voucher for the sum total amount payable to all listed payees. In-

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state travel reimbursements paid via the "EXTRA" method can only be charged to one appropriation account number and to budget object code number 341 only. An agency adjustment request form (A-40D) can be submitted to adjust charges to another account(s).

- 5) The "sundry payee" invoice voucher, with the payee listing and an A-14X form for each payee attached, shall be submitted to the General Audit Section within the Office of Accounts and Control for preaudit.
- 6) Upon preaudit for compliance with state travel policies, the General Audit Section shall forward the sundry payee voucher for payment.
- 7) The sundry payee voucher is paid, resulting in a separate check being issued to each traveler.

NOTE: This "extra" procedure results in all travel expenses being charged to budget code #341. If any travel expenses paid under this procedure should be charged to another budget code (#343), please submit an agency adjustment request, A-40D Form.

The state will not pay or reimburse any costs, fines, penalties, or assessments incurred by a traveler that resulted from violation of any federal or state law or local ordinances while operating a vehicle on official state business.

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PAGES 10-11 ARE SAMPLE FORMS

This sundry listing page is a sample of a computer-generated listing. Any state department or agency that uses the "EXTRA" procedure can computer-generate a similar listing. (The preceding page can be used to type or write the employee listing.

**DEPARTMENT OF ADMINISTRATION
OFFICE OF ACCOUNTS AND CONTROL
EXPRESS TRAVEL REIMBURSEMENTS AND ACCOUNTING ("EXTRA")
IN-STATE AUTOMOBILE TRAVEL**

EMPLOYEE'S NAME: _____ SOCIAL SECURITY NO.: _____

VEHICLE(S) MAKE _____ YEAR(S): _____

MODEL(S): _____ REGISTRATION(S): _____

ACCOUNT NUMBER: _____

DATE	FROM	TO	ODOMETER READING		MILES	OTHER
			START	FINISH		

TOTAL MILES _____

X _____ CENTS PER MILE..... \$ _____]

PLUS OTHER..... \$ _____

TOTAL MILEAGE PLUS OTHER..... \$ _____

I hereby certify that the above mileage is correct and was incurred for official state business. The travel from my residence was shorter than the travel between my official station and the destination; that this travel expense complies with the state travel regulations and that the total listed above is a proper charge against the State of Rhode Island.

SIGNATURE OF TRAVELER

SIGNATURE OF AUTHORIZED AGENT